



STATE OF TENNESSEE
DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT
DIVISION OF WORKFORCE SERVICES
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Workforce Innovation and Opportunity Act (WIOA) Advisory Notice- Administrative Costs associated with One-Stop Operators (OSO)

Date: April 12, 2018

To: LWDBs and OSOs

A frequently asked question regarding what specifically falls within administrative costs as it relates to OSO activities (what should be admin vs. program and/or shared vs. not shared) has been presented to TDLWD. The guidance referenced below addresses the process related to administrative costs associated with one-stop operators.

As previously outlined and prescribed in the TDLWD policy and technical assistance advisories, please keep in mind that the contracts between LWDBs and OSOs should include administrative costs. The administrative funds passed to the OSO must derive from the 10 percent allocated to the LWDA under sections 128(b) and 133(b) of WIOA.

1. Cost Classification Guide: provides State guidance on cost classification - includes a grantee matrix of specific cost and category classifications (refer to **20 CFR 683.215**).
2. One Stop Financial Management Technical Assistance Guidance (TAG): provides additional guidance and practical examples (refer to Section II-5). (*Note:* TAG pending WIOA update by US DOL ETA)

Contact:

For any questions related to this notice, please contact Nicholas Bishop - Director of Compliance and Policy for Workforce Services at Nicholas.Bishop@tn.gov

A handwritten signature in black ink, appearing to read "Deniece Thomas", written over a horizontal line.

Deniece Thomas, Assistant Commissioner - Workforce Services Division